

SACC Parent Handbook

School Age Child Care Program
Fairfax County Department of Family Services

O F C Office for Children

An Early Childhood Education Agency

www.fairfaxcounty.gov/ofc

Table of Contents

What Is SACC?	5
Who Is Eligible?	5
What If?	6
What Services Does SACC Offer?	7
School Year Program	
- Before School (BS)	
- After Kindergarten (AK)	
- After School (AS)	
Winter and Spring Programs	
Summer Camp Program	
How Do I Enroll?	9
How Do I Cancel?	10
What About Fees?	11
How Am I Billed?	12
School Year Locations	14
General Information	20
Emergency School Closings, Delayed Openings and Early Releases	23
Important Session Information and Reminders	24
[Before School (BS), After Kindergarten (AK), After School (AS)]	
SACC Curriculum	26
Frequently Asked Questions and Answers	28
SACC Administration	31

What Is School Age Child Care (SACC)?

SACC is a Fairfax County Office for Children program that offers professional group care during non-school hours for all children attending kindergarten through sixth grade. It is located in most Fairfax County public elementary schools throughout the county, as well as Key and Kilmer Centers which serve multiple types of disabilities, ages 5-21.

SACC's curriculum guidelines and activities support Virginia's Standards of Learning through fun, hands-on and experiential learning experiences. SACC teachers strive to provide balance in the children's day – a relaxing yet stimulating environment, time to play with friends and time to quietly curl up with a book. SACC is a place for children to run, to think, to create and to imagine.

Who Is Eligible?

Children of residents of Fairfax County. All adults living in the child's home must:

- Work or be in a job training program at least 30 hours per week;
- Attend school full-time;
- Be disabled;
- Or meet a combination of these requirements.

Parents are required to furnish evidence of eligibility.

Private or parochial school children are eligible for the SACC program. Families follow the schedule, hours and holidays of the SACC center they attend.

SACC is committed to nondiscrimination and inclusion in all programs, services and activities. Children with disabilities and special needs are integrated into all centers.

Please see the *How Do I Enroll?* section for additional information on enrollment.

What If?

My Child's Base School Does Not Have a SACC Center, or the Center is Fully Enrolled

SACC centers are located in most Fairfax County public elementary schools. If a child's base school does not have a SACC center, or if the center is fully enrolled, families may enroll in services at another SACC center and request a student transfer from Fairfax County Public Schools. When requesting a student transfer from FCPS, families must document attempts made to secure child care within the base school boundaries. Transfer approval allows a child to attend school where a SACC center is located that has space available. Approval is limited. Enrollment in SACC does not guarantee the approval of a student transfer. If approved, parents are responsible for daily transportation to and from the non-base school. For more information regarding FCPS student transfer process visit www.fcps.edu.

I'm Moving to Another Area of the County. Will My SACC Services Transfer to Another SACC Center?

Transferred services are not guaranteed. However, every effort is made to work with current families to accommodate transfer requests. Transfers are dependent upon the current enrollment number and the wait list of the new center requested.

My Child Attends Private or Parochial School

Children attending private or parochial school may also be enrolled in the SACC program. It is important that schedules are compared prior to enrollment. Children must follow the scheduled hours and holidays of the SACC center they attend. Daily transportation to and from the center is the parent's responsibility.

My Child Lives out of the County

Out-of-county residents may use the SACC program if space is available. In-county residents receive priority placement over non-residents. Out-of-county residents must pay full fee for each child regardless of income. The sliding fee scale and sibling discounts do not apply. Daily transportation to and from the center is the parent's responsibility.

My Child Has Special Needs

Children with special needs are integrated into all SACC centers. In addition, Key and Kilmer Centers are self-contained programs which serve multiple types of disabilities, ages 5-21. SACC works closely with families to provide a successful experience for all children. Parents are welcome to contact a regional supervisor if additional information is needed or if they would like to discuss their child's placement.

Note: SACC does not provide transportation. Limited transportation may be provided by FCPS for children attending special education programs. For further information, please check with the FCPS Special Education Transportation office at 703-446-2050.

What Services Does SACC Offer?

The SACC program is designed to serve children who need care five days a week. SACC does not provide drop-in, short term, or partial week service. SACC offers four programs: school year, winter, spring and summer camp for children in kindergarten through sixth grade. Enrollment and fees are separate for each program and session.

School Year Program

During the school year, children may be enrolled in three separate sessions (below). Enrollment and fees are separate for each program and session.

Before School (BS): operates from 7:15 a.m. until the time school begins.

After Kindergarten (AK): operates from the end of the morning kindergarten class until the end of the regular school day. Kindergarten children needing care after the regular school day ends must enroll in both the after kindergarten **and** after school sessions.

Note: In schools with an early release schedule on Mondays, children who are enrolled in the after kindergarten program, but not the after school program, may attend SACC until the regular Tuesday through Friday school dismissal time.

Children enrolled in the AK program must be enrolled in the school's morning kindergarten class. Acceptance into the school's morning kindergarten class is based upon availability and approval by the school. Space is limited. Therefore, it is recommended that parents make this request to their school office as soon as possible. Enrollment in SACC does not guarantee enrollment in the school's morning kindergarten class.

After School (AS): operates from the end of the school day until 6:15 p.m. In schools where children are released early on Mondays, SACC service begins when children are released.

Teacher Workdays: SACC provides full day service from 7:15 a.m. to 6:15 p.m. on most FCPS teacher workdays. Children enrolled in BS, AK or AS programs may attend the full day. School cafeterias will be closed. On teacher workdays, please send a packed lunch and drink that requires no refrigeration or heating and label with the child's name and date. Snack will be provided by SACC in the morning and afternoon.

Teacher workdays are listed on the SACC calendar distributed at the beginning of the school year and available on the SACC Web site at www.fairfaxcounty.gov/ofc. A schedule of activities and field trips will be posted at the center in advance. On teacher workdays, no staff will be available to remain at the center when field trips are scheduled. You should plan to make alternate arrangements for your child's care if you do not want him/her to participate in a scheduled field trip.

Winter and Spring Programs

Programs are offered at consolidated sites throughout the county. All centers operate from 7:15 a.m. to 6:15 p.m. daily. Children need to bring a packed lunch and drink each day. Lunches and drinks should be labeled with your child's name and the date and should not require refrigeration or heating. Snack is provided by SACC in the morning and afternoon. Enrollment and fees are separate for each program. Enrollment is limited and available on a first come, first served basis.*

Summer Camp Program

Weekly sessions are offered at consolidated sites throughout the county. Children may be enrolled in one or more weeks. Enrollment is limited and available on a first come, first served basis.* Enrollment and fees are separate for each weekly session. All centers operate from 7:15 a.m. to 6:15 p.m. daily.

Lunch: A refrigerated packed lunch is provided by SACC each day. A menu is available at the center and on the SACC Web site at www.fairfaxcounty.gov/ofc. If your child will not be eating the lunch offered, please provide a substitute lunch that does not require refrigeration or heating. Lunches and drinks should be labeled with your child's name and the date. Snack is also provided by SACC in the morning and afternoon.

Field Trips: Field trips are taken throughout the summer. A calendar of activities and field trips is available at each site. If you do not want your child to participate in a particular field trip, please notify the center staff in writing. Arrangements will be made for your child to join the activities taking place at the center. No fee adjustments or refunds will be given for field trip cancellations due to weather, energy problems or unanticipated calendar changes.

***Note:** A child may be enrolled in a winter, spring or summer camp program even if he/she is not enrolled in the school year program.

How Do I Enroll?

Call SACC registration at 703-449-8989 to enroll in new services. A registrar will guide you through the process. Enrollment and fees are separate for each program and service. Enrollment is limited and available on a first come, first served basis. Children can be enrolled or placed on a wait list up to a year in advance of the start of a school year. Pre-enrollment begins in mid-July each year.

The following information is needed at the time of registration: parent names, addresses, phone numbers, child information, gross household income, services needed and base school. Information regarding school boundaries is available by calling 703-246-6930 or by viewing the FCPS Web site at www.fcps.edu.

Proof of your child's identity may also be required (see page 22, "Child Identification").

Parent Online

Online access allows account holders to view their enrollments and wait lists, cancel services, review billing activity, access yearly tax statements and receive SACC correspondence online. To sign up for Parent Online access, call SACC registration at 703-449-8989.

Automatic Reenrollment

Current center placement and services automatically roll over each year and are guaranteed to families whose accounts are in good standing. For example, if your child is enrolled in BS and AS at Aldrin SACC this year, he/she will automatically be enrolled in BS and AS at Aldrin SACC next year, unless the services are cancelled.

- If you enroll in the winter, spring or any weekly session of the summer camp program and do not use the service, you are no longer guaranteed automatic reenrollment. Those sessions will be automatically cancelled for the next year. Parents must call to reenroll, or be placed on a wait list.
- Account balances that are delinquent may jeopardize services and automatic reenrollment is not guaranteed.

Wait Lists

Enrollment at each center is limited. The length of wait lists varies from center to center and program to program. Openings are offered on a first come, first served basis as space becomes available throughout the year. SACC cannot guarantee or predict when space will become available at a

particular center.

If you are on a wait list and are offered service, you must accept the service or be moved to the bottom of the current wait list. If there is no wait list, you will be asked to call back when service is needed.

Priority Enrollment

Children enrolled in the AK program are guaranteed AS program placement in the first grade. SACC makes every effort to keep families together. Siblings of currently enrolled children are given priority over a new family who does not have service. However, openings are offered on a first come, first served basis and sibling enrollment is not automatically guaranteed. Enrollment at each center is limited. SACC cannot guarantee or predict when space will become available.

How Do I Cancel?

To cancel SACC services, you may either call SACC registration at 703-449-8989 or you may e-mail your cancellation to: saccregistration@fairfaxcounty.gov. A confirmation will be returned to you by e-mail.

Please be sure to include the following information:

- Parent name;
- Child name;
- Account number;
- Center name;
- Session(s) to be cancelled (BS, AK, AS, winter, spring, summer);
- Last day your child will attend SACC (this is important for SACC billing purposes).

Examples:

• *Hi, my name is Sarah Jones. I would like to cancel the After School services for my daughter Amy Smith at Orange Grove SACC Center. Her last day of attendance will be Friday, May 14th. My account number is 1111111.*

• *My name is James Jordan. I would like to cancel Summer Sessions 2, 5 and 7 at Orange Grove SACC for my daughter Jessica Jordan. My account number is 222222.*

• *My name is Sonya Ramirez. I would like to cancel all services for my son Miquel Ramirez for next school year, at Orange Grove SACC. Please keep him enrolled for the remainder of this school year and summer. My account number is 333333.*

Two Week Notification

If you need to cancel services, please notify SACC registration as soon as possible. A minimum of two weeks cancellation notice is required. You will continue to be billed and are responsible for payment unless service is cancelled in advance.

Note: Once services are cancelled, parents must call if they would like to reenroll or be placed on a wait list.

What About Fees?

Sliding Fee Scale: Families must be residents of Fairfax County to apply for reduced fees. Out-of-county residents and graduate students pay full fee regardless of income. Fees are based on adjusted gross household income. Families whose adjusted gross household income is \$50,000 or above are assessed at full fee. Families requesting reduced fees must complete and submit financial and income verification forms prior to their child's enrollment start date. Fee adjustments start from the date SACC registration receives completed financial forms. Income recertification must be submitted each July (regardless of start date) and as changes occur throughout the year.

Registration Fee: A one-time registration fee of \$35 applies to new families and is non-refundable. The fee is assessed at the time of enrollment.

Program Fees: Fees are charged monthly for the school year program. Fees are the same each month regardless of the number of program days in each month (see page 13, "How Am I Billed?"). Additional session fees are charged for the winter, spring and summer camp programs.

Late Pick-Up Fees: SACC centers close at 6:15 p.m. The account holder is charged a fee for every 15 minutes (or portion of 15 minutes) that a child is picked up late. SACC reserves the right to cancel service due to habitual or excessive lateness.

- For the first three occurrences, a late fee of \$5 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours. Late fees increase after three times.
- After three times, a late fee of \$15 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours.
- Late pick-up persons will be asked to sign a late pick-up form.

Note: If you are running late, please notify the center by 6:15 p.m. If you have not contacted the center and staff cannot reach you, an emergency contact person listed on your child's SACC licensing information form will be contacted to pick up your child.

Adjustments and Refunds: No fees will be adjusted or refunded for extended absences, early pick-ups, cancelled field trips, unanticipated calendar changes or closings due to weather conditions or energy problems.

Returned Checks: There will be a \$30 charge for all returned checks.

How Am I Billed?

School Year Program (Standard and Modified): You will be billed one month in advance for SACC services. Payment is due in advance of service. Regular billings will be mailed mid-month for the next month's service and payment is due at the end of the month. The cost of the standard school year program is billed in 10 equal monthly installments from August through May. Services for modified school year programs are billed in 11 equal monthly installments from July through May. Therefore, monthly payments are the same each month regardless of the number of days of service or what month a child begins service. Additional fees will be charged to your regular monthly bill if your child is registered for the winter, spring or summer camp program. Teachers cannot accept SACC payments.

Winter and Spring Programs: Winter and spring programs are on a different fee schedule and appear as a separate charge on your account.

Summer Camp: Summer camp fees are on a different fee schedule. Weeks one through four are billed in June and the remaining summer weeks are billed in July. Fees appear on your statement in weekly sessions.

E-Checks: You may pay your bill electronically at www.fairfaxcounty.gov/ofc using your checking account. Please allow 48 hours to post.

Delinquency/Non-Payment/Collections: SACC services are billed around the eighth of the month for the next month's services. Accounts must be paid in full each month prior to services for the next month. Additional services or programs may not be added if your account is delinquent. Non-payment and delinquent accounts will result in the cancellation of all services and can be turned over to a collection agency for further action. If you receive a notice of delinquency, you must contact the SACC billing department immediately at 703-324-3811 to avoid cancellation.

Registration Fee: A one-time registration fee of \$35 per family will appear on your first bill.

Fee Assessments: Fees for school year services are assessed on a half-month basis regardless of the number of days of attendance during that time. The 15th of the month is used for the half-month assessment. If a service is cancelled prior to the 15th of the month you may be eligible for a half-month credit. If you enroll prior to the 15th of the month, you will be

billed for a full month of service. If you enroll after the 15th of the month you will be billed for a half-month of service.

Cancelled Services: If you receive an enrollment confirmation letter and want to cancel a service listed, you must contact SACC registration. A minimum two week notice is required. Notify SACC registration if you are cancelling services for the school year, winter, spring or summer camp programs as soon as possible. You will continue to be billed, and are responsible for payment, unless service is cancelled in advance. Current school year enrollments cancelled on or prior to the 15th of the month will be billed for a half-month of service. Current enrollments cancelled after the 15th of the month will be billed for a full month of service. No refunds or credits will be issued for services that are not cancelled in advance, even if your child does not attend. (Please let the SACC teachers know your child's last day of attendance.)

Added Service: Depending on your child's start date, you will be billed for either a half-month or a full month of service for the school year program. You will be billed for the full session of the winter, spring and summer camp programs regardless of the start date. Call SACC registration to enroll in additional services or to add another child. Enrollment is limited and available on a first come, first served basis.

Monthly Billing: SACC services are billed one month in advance. Service additions or cancellations made after the eighth of each month may not be reflected on that month's bill. Any additional fees or credits that miss the billing cut-off date will appear on the following month's statement. Payment must be received by the 28th of each month.

Change in Income: Notify SACC registration within 10 business days of any changes in income or family size. Fee adjustments become effective from the point of receipt forward and do not apply to past bills.

Change of Address or Contact Information: Please notify SACC registration and your SACC center staff immediately with any address, phone number or other contact information changes.

Federal Tax ID: Fairfax County's federal tax ID number is 54-0787833. It is recommended that billing statements, receipts, and cancelled checks be kept for tax purposes.

Billing Questions: If you do not receive your bill, are unable to make a payment or have a question regarding your bill, please contact the SACC billing department at 703-324-3811.

School Year Locations

ALEXANDRIA

Belle View

6701 Fort Hunt Rd. 22307

Bren Mar Park

6344 Beryl Rd. 22312

Bucknell

6925 University Dr. 22307

Bush Hill

5927 Westchester St. 22310

Cameron

3434 Campbell Dr. 22303

Clermont

5720 Clermont Dr. 22310

Fort Hunt

8832 Linton Ln. 22308

Franconia (Modified)

6043 Franconia Rd. 22310

Groveton

6900 Harrison Ln. 22306

Hayfield

7633 Telegraph Rd. 22315

Hollin Meadows

2310 Nordok Pl. 22306

Hybla Valley

3415 Lockheed Blvd. 22306

Island Creek

7855 Morning View Ln. 22315

Lane

7137 Beulah St. 22315

Mt. Vernon Woods

4015 Fielding St. 22309

Parklawn (Modified)

4116 Braddock Rd. 22312

Riverside

8410 Old Mt. Vernon Rd. 22309

Rose Hill

6301 Rose Hill Dr. 22310

Stratford Landing

8484 Riverside Rd. 22308

Washington Mill

9100 Cherrytree Dr. 22309

Waynewood

1205 Waynewood Blvd. 22308

Weyanoke

6520 Braddock Rd. 22312

Woodlawn

8505 Highland Ln. 22309

Woodley Hills

8718 Old Mt. Vernon Rd. 22309

ANNANDALE

Annandale Terrace (Modified)

7604 Herald St. 22003

Braddock

7825 Heritage Dr. 22003

Camelot

8100 Guinevere Dr. 22003

Canterbury Woods

4910 Willet Dr. 22003

Columbia

6720 Alpine Dr. 22003

BURKE

Cherry Run

9732 Ironmaster Dr. 22015

Terra Centre

6000 Burke Center Pkwy. 22015

CENTREVILLE

Bull Run

15301 Lee Highway 20121

Centre Ridge

14400 New Braddock Rd. 20121

Centreville

14330 Green Trails Blvd. 20121

Colin Powell

13340 Leland Rd. 20120

Cub Run

5301 Sully Station Dr. 20120

Deer Park

15109 Carlbern Dr. 20120

London Towne

6100 Stone Rd. 20120

Virginia Run

15450 Martins Hundred Dr. 20120

CHANTILLY

Brookfield

4200 Lees Corner Rd. 20151

Poplar Tree

13440 Melville Ln. 20151

CLIFTON

Union Mill

13611 Springstone Dr. 20124

FAIRFAX

Bonnie Brae

5420 Sideburn Rd. 22032

Daniels Run

3705 Old Lee Hwy. 22030

Eagle View

4500 Dixie Hill Rd. 22030

Fairfax Villa
10900 Santa Clara Dr. 22030

Fairhill
3001 Chichester Ln. 22031

Greenbriar East
13006 Point Pleasant Dr. 22033

Greenbriar West
13300 Poplar Tree Rd. 22033

Laurel Ridge
10110 Commonwealth Blvd.
22032

Lees Corner
13500 Hollinger Ave. 22033

Little Run
4511 Olley Ln. 22032

Mantua
9107 Horner Ct. 22031

Mosby Woods
9819 Five Oaks Rd. 22031

Navy
3500 West Ox Rd. 22033

Oak View
5004 Sideburn Rd. 22032

Olde Creek
9524 Old Creek Dr. 22032

Providence
3616 Jermantown Rd. 22030

Wakefield Forest
4011 Iva Ln. 22032

Willow Springs
5400 Willow Springs School Rd.
22030

FAIRFAX STATION

Fairview
5815 Ox Rd. 22039

Halley
8850 Cross Chase Circle 22039

Silverbrook
9350 Crosspointe Dr. 22039

FALLS CHURCH

Bailey's
6111 Knollwood Dr. 22041

Beech Tree
3401 Beech Tree Ln. 22042

Belvedere
6540 Columbia Pike 22041

Glen Forest (Modified)
5829 Glen Forest Dr. 22041

Graham Road (Modified)
3036 Graham Rd. 22042

Haycock
6616 Haycock Rd. 22043

Lemon Road
7230 Idylwood Rd. 22043

Pine Spring
7607 Willow Ln. 22042

Shrevewood
7525 Shreve Rd. 22043

Sleepy Hollow
3333 Sleepy Hollow Rd. 22044

Timber Lane (Modified)
2737 West St. 22046

Westgate
7500 Magarity Rd. 22043

Westlawn
3200 Westley Rd. 22042

Woodburn
3401 Hemlock Dr. 22042

GREAT FALLS

Forestville
1085 Utterback Store Rd. 22066

Great Falls
701 Walker Rd. 22066

HERNDON

Crossfield
2791 Fox Mill Rd. 20171

Dranesville
1515 Powells Tavern Pl. 20170

Floris
2708 Centreville Rd. 20171

Fox Mill
2601 Viking Dr. 20171

Herndon
630 Dranesville Rd. 20170

Hutchison
13209 Parcher Ave. 20170

McNair
2499 Thomas Jefferson Dr. 20171

Oak Hill
3210 Kinross Circle 20171

LORTON

Gunston
10100 Gunston Rd. 22079

Lorton Station
9298 Lewis Chapel Rd. 22079

McLEAN

Chesterbrook
1753 Kirby Rd. 22101

Churchill Road
7100 Churchill Rd. 22101

Franklin Sherman
6630 Brawner St. 22101

Kent Gardens
1717 Melbourne Dr. 22101

Spring Hill
8201 Lewinsville Rd. 22102

OAKTON

Oakton
3000 Chain Bridge Rd. 22124

Waples Mill
11509 Waples Mill Rd. 22124

RESTON

Aldrin
11375 Center Harbor Rd. 20194

Armstrong
11900 Lake Newport Rd. 20194

Dogwood (Modified)
12300 Glade Dr. 20191

Forest Edge
1501 Becontree Ln. 20190

Hunters Woods
2401 Colts Neck Rd. 20191

Lake Anne
11510 North Shore Dr. 20190

Sunrise Valley
10824 Cross School Rd. 20191

Terraset
11411 Ridge Heights Rd. 20191

SPRINGFIELD

Cardinal Forest
8600 Forrester Blvd. 22152

Crestwood
6010 Hanover Ave. 22150

Forestdale
6530 Elder Ave. 22150

Garfield
7101 Old Keene Mill Rd. 22150

Hunt Valley
7107 Sydenstricker Rd. 22152

Keene Mill
6310 Bardu Ave. 22152

Key Center (Multiple Disabilities)
6404 Franconia Rd. 22150

Kings Glen
5401 Danbury Forest Dr. 22151

Kings Park
5400 Harrow Way 22151

Lynbrook
5801 Backlick Rd. 22150

Newington Forest
8001 Newington Forest Ave.
22153

North Springfield
7602 Heming Ct. 22151

Orange Hunt
6820 Sydenstricker Rd. 22152

Ravenworth
5411 Nutting Dr. 22151

Rolling Valley
6703 Barnack Dr. 22152

Sangster
7420 Reservation Dr. 22153

Saratoga
8111 Northumberland Rd. 22153

Springfield Estates
6200 Charles C. Goff Dr. 22150

West Springfield
6802 Deland Dr. 22152

VIENNA

Colvin Run
1400 Trap Rd. 22182

Cunningham Park
1001 Park St., SE 22180

Flint Hill
2444 Flint Hill Rd. 22181

Freedom Hill
1945 Lord Fairfax Rd. 22182

**Kilmer Center
(Multiple Disabilities)**
8102 Wolfftrap Rd. 22182

Marshall Road
730 Marshall Rd., SW 22180

Stenwood
2620 Gallows Rd. 22180

Vienna
128 Center St., South 22180

Westbriar
1741 Pine Valley Dr. 22182

Wolfftrap
1903 Beulah Rd. 22182

OFC reserves the right to cancel any programs which are not fully enrolled. SACC locations and center capacities are subject to approval by the Board of Supervisors.

Title VII of The Civil Rights Act of 1964 and the Americans with Disabilities Act makes it unlawful to discriminate in any service or program on the basis of race, color, religion, sex, national origin or disability. Children with disabilities and special needs are integrated into all centers. Please contact a regional supervisor if you have any questions.

General Information, Policies, and Procedures

Virginia State Licensing: All SACC centers are licensed by the Commonwealth of Virginia and receive regular inspections for compliance to licensing standards. A copy of the center's licensing permit is posted at each site. If you have any questions regarding licensing, please consult your center staff or a regional supervisor.

Licensing Information for SACC Center Records Form: Centers are required to have accurate and up-to-date emergency information for all children enrolled in the SACC program. The licensing information form must be completed, signed and reviewed with center staff a minimum of one day **before** your child's start date. A separate form is required for each sibling. Current families must complete a new form at the beginning of each school year.

Emergency Contacts: Licensing requires a minimum of two contact persons who are available to pick up your child when you cannot be reached in the event of an emergency situation. Please advise your contacts that you have given their names and phone numbers to SACC. It is important that your emergency contacts be able to pick up your child if they receive a call.

Authorized Pick-Up Persons: Children will be released only to the persons listed on their SACC licensing information form. Children will not be released to any person not on the licensing form without written authorization from a parent. SACC must have written notification, with clearly detailed instructions, whenever your child is to go home with anyone other than a regular pick-up person or if your child is to attend any after school activity other than SACC. All authorized pick-up persons unfamiliar to center staff must show proof of identification. A photo ID is required. **Note:** Children will not be released to walk home alone and will only be released to an authorized pick-up person.

Signatures: An original signature is required on both the white and yellow copies of the SACC licensing information form. Please read all information carefully before signing the form.

Health Form and Immunization Record: Licensing requires SACC to have a copy of each child's school entrance health form. Please provide a copy to center staff if one is not already on file at the center. A photocopy of the school entrance health form may be requested from the school office or completed by your child's physician. Blank copies are available at each center.

Child Identification: Proof of your child's identity must be shown if your child is enrolled in the winter, spring or summer camp programs but not enrolled in a school year SACC program, or if your child does not attend a Fairfax County public school.

Acceptable forms of identification include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of your child's identity from a child placing agency, record from a public school in Virginia or certification by a principal or designee of a public school in the United States that a certified copy of the child's birth record was previously presented. Licensing does not require SACC to keep the proof of the child's identity, however, SACC must document it has viewed proof of identity for each child.

Custody Issues: SACC teachers must release children to parents unless a copy of appropriate legal paperwork is provided to the center staff.

Change of Contact Information: It is important that licensing information be kept current and up-to-date. Please notify the center staff as soon as possible of any changes in phone numbers, addresses, emergency contact information and authorized pick-up persons. Also notify SACC registration of any changes in your phone numbers or address.

Medication: In order for staff to administer any medication, the appropriate FCPS/SACC authorization form must be completed by a parent or legal guardian. SACC medication, inhaler and epi-pen forms are available at the centers. A physician's signature and written instructions are required for any medication (prescription or over-the-counter) administered more than 10 consecutive SACC days, or on an as-needed basis. Dosages for over-the-counter medication may not exceed the manufacturer's guidelines. Over-the-counter medication must be in the original labeled container, have a valid expiration date and be labeled with your child's name and the date. Prescription medication must have the pharmacy label containing the child's name, medication, dosage, times to be administered and a valid expiration date. This information must match the written instructions on the authorization form. An authorized adult must deliver the medication to a SACC teacher, please do not send it in with your child. Medication is kept in a locked container accessible only to center staff.

Expired Medication: Medication needs to be picked up within 14 days of the authorization expiration and/or medication expiration or it will be disposed of by center staff.

Sunscreen/Insect Repellent/Diaper Rash Ointment: SACC must have written permission noting any possible adverse reactions in order to apply sunscreen, insect repellent or diaper ointment. Sunscreen must be hypo-allergenic and a minimum SPF of 15. Children nine and older may apply their own sunscreen. All over-the-counter skin products must be

used in accordance with the manufacturer's recommendations and will not be kept or used beyond the product's expiration date. Please be sure to label the container with your child's name and date.

Communicable Diseases: Parents are required to inform the center within 24 hours if your child or a member of your immediate household has developed a communicable disease as defined by the Virginia State Board of Health, except for life threatening diseases which must be reported immediately. All SACC parents will be notified within 24 hours if a communicable disease is reported at the center.

Weapons: SACC works collaboratively with FCPS regarding disciplinary procedures related to weapons violations. Disciplinary actions may include suspension or expulsion from both school and SACC.

Child Protective Services: Virginia State law requires SACC staff to report suspected child abuse and neglect to Child Protective Services.

Extreme Temperatures/Poor Air Quality/Thunderstorms: SACC takes careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality and the possibility of thunderstorms.

SACC follows the FCPS Office of Safety and Security policy for extreme heat and poor air quality days which is to eliminate strenuous activities outdoors. Children may, however, be outdoors for a limited time doing non-strenuous activities. SACC provides drinks for children while outside. Decisions about field trips under these circumstances, as well as with the possibility of lightning, are made on a case-by-case basis in conjunction with information from the National Weather Service, media weather forecasts and FCPS weather information. In addition, the length of the bus ride and trip destination (outdoors, swimming pool or inside) are considered.

Emergency Preparedness and Shelter-in-Place: Every SACC center has an emergency preparedness plan and a shelter-in-place plan that will be implemented in the case of weather emergencies, chemical or biological threats or other extreme emergencies. Plans are available to view at each center.

Intersessions (Modified Schools): During FCPS intersessions, SACC operates the regular BS, AK and AS sessions.

Supplemental Accident Insurance: The SACC program has limited supplemental accident insurance for children participating in the program. This insurance is intended to cover medical costs that cannot be covered by family insurance. Contact SACC registration immediately if you need to file a claim.

Staff: A criminal background check and check of the Child Protective Services Registry is completed on all SACC staff who work with children. A TB assessment is done every two years. Teachers receive basic first aid and CPR training as well as mandatory training throughout the year to ensure the highest quality of programming and service.

Emergency School Closings, Delayed Openings and Early Releases

Full Day Closings – SACC will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies.

Delayed School Openings – On days when school opens late, SACC centers will make every effort to open by 8 a.m. Please call your center to make sure that teachers have arrived before leaving your home.

Early School Closings – SACC will operate from the time school closes until 6:15 p.m., the regular SACC closing time. In the event of severe weather conditions, energy problems or other emergencies, SACC administration may ask parents to pick up children earlier.

Teacher Workdays – SACC will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies. If it is announced by the media that FCPS teachers do not report to work, SACC teachers do not report to work and centers are closed.

Winter and Spring Programs – Listen for Fairfax County government and FCPS administration announcements on the radio and television.

Information about school closings and delays is announced on local radio and television stations. Current information can also be found on the FCPS Web site at www.fcps.edu or on the Fairfax County government Web site at www.fairfaxcounty.gov.

Note: No fee adjustments or refunds will be given for SACC closings due to snow, weather, energy problems, emergency school closings, unanticipated calendar changes, early pick-ups or cancelled field trips.

Important Session Information and Reminders

Before School:

- Centers open at 7:15 a.m. Teachers will be prepared to accept children at that time.
- To ensure your child's safe arrival, parents must walk children into the SACC room each morning. Please be sure a SACC teacher is present and aware of your child's arrival before you leave. Children may not be left on school grounds without SACC supervision.
- Many schools offer a breakfast program. Please let center staff know if your child will be participating in the school's breakfast program.

After Kindergarten:

- In schools that operate an early release schedule on Mondays, kindergarten children enrolled in only the AK session may stay until the regular Tuesday through Friday school dismissal time. Please remember that kindergarten children who ride the bus or walk with an older sibling on early release Mondays will arrive home approximately two hours early.
- Kindergarten children who ride the bus home each afternoon will be walked to their bus each day by center staff, unless released to an authorized pick-up person. Please make sure center staff has your child's correct bus number.
- Kindergartners will be released only to persons listed on their SACC licensing information form. If an older sibling is picking up your child, please be sure his/her name is listed as an authorized pick-up person on the licensing form. Kindergartners will not be released to walk home alone.
- If your child rides the bus or is picked up by someone else, please check your child's backpack daily for notes, newsletters or other communications from SACC or the school.

- Each day, kindergartners must purchase a cafeteria lunch or bring a packed lunch that does not require refrigeration or heating. Lunch cards are available for purchase through the school. Lunches and drinks brought from home should be labeled with your child's name and the date.
- SACC provides mats for rest periods. Please send in a sheet or a blanket that is large enough to fold over and provide a top and bottom cover for your child's comfort. Rest items will be sent home weekly for laundering. Quiet activities will be provided for those children who do not nap.

After School:

- Please remind your child to go to the SACC room immediately after school and check in with a teacher. Children should have all belongings and homework assignments when arriving at SACC. Children's belongings should be clearly marked with his/her name.
- Snack is offered every afternoon. A daily menu is posted at the center and on the SACC Web site at www.fairfaxcounty.gov/ofc.
- Please pick your child up by 6:15 p.m. every day. SACC is not structured to care for children after the center is scheduled to close. If you are running late, please call the center and let the staff know the approximate time you will arrive. If you have not contacted the center by 6:15 p.m., staff will make every effort to reach you. In the event staff cannot reach you, an emergency contact person or someone on your authorized pick-up list will be called and requested to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with the authorization of a regional supervisor.
- Late pick-up persons will be asked to sign a late pick-up form and late charges will be assessed to the account holder. Habitual or excessive lateness may result in loss of service.
- When your child is picked up, please be sure a teacher knows your child is leaving. Your child's magnet should be moved to "out" on the sign-out board and the board signed by the pick-up person.
- Children will not be released to walk home alone and will only be released to authorized pick-up persons.

SACC Curriculum

Annual Focus: SACC has been providing quality child care since 1979 and works with children, families and teachers to maintain high standards. SACC researches and analyzes curriculum development and follows a three-year programming cycle focusing on culture, the natural world and technology.

SACC teachers use experiential learning techniques to teach competencies and skills that will stay with the children throughout their lives.

Experiential learning is the process by which children develop skills through play using real objects such as a sewing machine, microscope or hand tools. This play allows children to acquire information and concept development through direct hands-on experiences and long-term projects. Teachers use children's everyday interests and curiosities to spark further exploration of these areas. In addition, friendships, teamwork, leadership, problem solving, decision making and independent thinking skills are the natural outflow of the SACC experience.

The Environment: SACC teachers seek to create an environment that is pleasing to the eye and that reflects children's interests and current explorations. While there are basic areas of interest such as a cozy reading corner, game tables, art area, cooking area, construction zone and science center, the rooms are continually evolving and transforming. What may start as a simple plant growing experiment could evolve into an indoor botanical gardening center. That in turn, may overflow to the outdoors with the creation of a schoolyard wildlife habitat.

Materials and supplies are on hand to support the children's interests and imaginations whether it's theatre, dance, sports, cooking, building, photography, reading, music, painting, computers or games. Access to the school playground, sports fields and gym is also available.

Field Trips: Throughout the year children go on occasional field trips including walking, biking, swimming and those requiring use of FCPS or public transportation. During the school year, centers may use one teacher workday to go on an all-day trip that gives children an opportunity to explore areas beyond their immediate surroundings. The winter and spring programs, as well as regular SACC days, provide perfect opportunities for experiencing the surrounding community on foot, bicycle or by riding a local bus. During summer camp, there is a regular flow of children coming and going as children participate in regularly scheduled field trips.

Information about upcoming trips including the date, time and destination will be provided in advance. On teacher workdays, and during the school year program, no teachers will be available to remain at the center when

field trips are scheduled. Please make alternate arrangements for your child's care if you do not want him/her to participate.

Homework: Children may do their homework at any time throughout the afternoon. Some children prefer to do their homework right away, while others find they need to move around and be more active before being able to focus. Homework is encouraged, but self-directed. Staff are available to answer questions; however they will be facilitating activities for other children at the same time.

Center Highlights: Each center posts highlights of activities, events and special visitors. Highlights also list the center staff, regional supervisors and administrative phone numbers.

Teachers: SACC teachers have both academic backgrounds in child-related fields and experience working with children in small and large group settings. Many have graduate or post graduate degrees in education, psychology, recreation or other related fields. Equally important are the diverse areas of interest and expertise of the SACC staff. SACC teachers represent cultures from around the world, and many are bilingual. Each teacher brings something unique and special to the SACC program. There are musicians, artists, writers, athletes, naturalists, carpenters, designers, cooks, gardeners and computer savvy experts - all sharing their talents. SACC teachers:

- Ensure the safety of children;
- Welcome all children, including those with special needs;
- Encourage acceptance of differences;
- Provide experiential learning opportunities;
- Support independent thinking;
- Nurture creative expression;
- Encourage cooperation and community;
- Model patience, flexibility, enthusiasm and positive attitude;
- Support working parents.

Regional Supervisors: The SACC centers are divided into clusters that are supervised by regional supervisors. Regional supervisors make regular visits to the centers. If you have any questions, concerns or comments about your center or the program, please call the SACC administrative office at 703-449-1414 to speak with the regional supervisor for your child's center.

Frequently Asked Questions and Answers

What will my child's afternoon in SACC be like?

SACC is a place for children to run, play, laugh, explore, think, create or simply relax. When your child walks into the SACC room after school, he/she is greeted by a teacher and welcomed to an environment that reflects children's interests. Unlike a structured classroom, children are free to move in and out of activities of their choice. After snack, some children will choose to finish their homework, others will head outdoors to the playground, and some may become involved in a group project.

Throughout the afternoon a number of activities and experiences are offered. Some children like to stick with the same project or stay in the gym for most of the afternoon. Others like to participate in two or three different activities, while some children just want to spend time with friends or quietly read a book. Each child chooses the direction his/her afternoon will take. As parents arrive they are welcome to join in a project or sit down and relax.

Is SACC open year round?

SACC is closed for approximately one week at the end of the school year and for two weeks before the school year begins. These breaks are necessary for school maintenance, closing down and setting up center rooms, moving equipment and supplies between school year and summer centers, and to allow time for orientation and training of staff.

What is SACC's holiday schedule?

Generally, SACC follows the FCPS and county holiday calendars. The SACC calendar is distributed at the beginning of each school year. It is also available on the SACC Web site at www.fairfaxcounty.gov/ofc.

What do I do when my child is going to be absent?

If your child is going to be absent, picked up from school early or has other after school arrangements for the day, please notify the center as soon as possible. Center staff must account for all children each day.

What if I want my child to participate in extracurricular activities?

SACC must have written permission for your child to attend school sponsored activities, community sports leagues, art classes or other non-SACC programs during SACC hours. Children are not permitted to sign themselves out from SACC to walk to the activity even if it is held in the school building or on school grounds. They must be picked up by an authorized pick-up person. Detailed information about their return to SACC should be included in the written

permission. If for any reason your child will not return after the activity is over, please be sure to notify SACC staff.

How do SACC teachers deal with children's behavior?

SACC teachers promote positive behavior by offering fun and stimulating programming, building relationships with each child, creating an environment that is conducive to cooperative play and encouraging an atmosphere of mutual respect. Teachers also help children learn problem-solving skills and develop a common understanding of acceptable versus unacceptable behaviors (behaviors that offend, exclude or hurt others, and why). Every center has a copy of the "SACC Guide to Children's Behavior," which you are welcome to view.

What should I do if my child has a conflict with another child?

If you are concerned about a child's behavior or a conflict that arises between your child and another child, please discuss your concern with the center staff as soon as possible.

Regional supervisors are also available to discuss any issues or concerns you may have and will work with you and center staff toward a solution. Please call SACC administration at 703-449-1414 if you would like to talk with a regional supervisor.

Does SACC terminate services on the basis of behavior?

It is SACC's goal to create a successful environment for all children, including children with disabilities and special needs. SACC makes every effort to problem solve and help children succeed in a group care setting. However, on occasion alternate care may be necessary for a particular child. If a child is unable to function successfully in SACC, an alternate care situation will be discussed. The decision will be considered jointly by center staff, parents and SACC administrative staff.

What happens if my child becomes ill?

If your child becomes ill, you will be notified and asked to pick up your child as soon as possible, or to make arrangements to have your child picked up by an emergency contact. Your child will be made comfortable and offered a quiet place to rest until you arrive. Health Department regulations governing periods of infection and exclusion will be enforced. Children may not attend SACC with any illness that threatens the health of other children. If your child or a member of your immediate household develops a communicable disease as defined by the Virginia State Board of Health, please inform your SACC center staff within 24 hours.

What happens if my child is injured?

SACC teachers are certified in basic first-aid procedures and CPR. If the injury is minor, you will be notified and given information regarding the injury when you pick up your child. If your child's injury may require a doctor's medical attention you will be notified immediately. If you cannot be reached, a staff member will accompany your child to the hospital. It is important to know that the hospital will not treat a child without the permission of a parent. Please be sure the center and SACC registration have current contact information at all times.

How may I become more involved?

SACC encourages parent involvement. Parents are welcome to visit the center, participate in activities and volunteer as special visitors. Participation is also encouraged in the center's family events offered throughout the year.

SACC's Parent Advisory Council is another way for parents to become involved. The PAC is composed of parent representatives from each SACC center and meets several times each year. These meetings facilitate communication between PAC representatives and SACC administration and provide the opportunity to discuss program-wide initiatives and issues that affect the program as a whole. PAC representatives share information with parents at the SACC center and advocate on behalf of the SACC program.

School Age Child Care (SACC) Program

12011 Government Center Parkway
Suite 930
Fairfax, Virginia 22035

703-449-1414 **SACC Administration**

703-449-8989 **SACC Registration**

703-324-3811 **Billing**

703-324-3007 **FAX**

711 **TTY (Virginia Relay)**

E-mail cancellations: saccregistration@fairfaxcounty.gov

SACC Web site: www.fairfaxcounty.gov/ofc



A publication of Fairfax County, VA



Reasonable accommodations made upon request;
call 703-449-1414 or TTY 711.